



New Event Guide

To create a new Jugo event simply follow the step by step instructions in this guide.

From the Jugo Homepage, click on **+ New Event** as shown below.

The screenshot shows the Jugo homepage with the following elements:

- Header:** JUGO logo and a user profile icon with the text "Hello Andrew!" and a dropdown arrow.
- Section:** "My Events" with two event cards:

 - Event 1:** "PUBLISHED EVENT" featuring a photo of a man with glasses. Below the photo: "600 Minutes Executive IT", "Wednesday 24th November 2021 8:00am - 5:00pm", and a "Event Dashboard" button.
 - Event 2:** "PUBLISHED EVENT" featuring a photo of a man with glasses. Below the photo: "Jan's 3 test", "Tuesday 30th November 2021 9:00am - 5:00pm", and a "Event Dashboard" button.

- Bottom Left:** A large, dashed rectangular area containing a green circular icon with a white plus sign and the text "New Event".

Once you have selected **+ New Event** you will be taken to the New Event screen. The Help Links below give you a step by step guide for each section.

